1. Preliminary Business

1.1. Apologies, Leave of Absence
Apologies were received from Dr J McCoy, A/Prof W Susilo, Dr Y-X Lin, Prof R Safavi-Naini, Dr J Shen, Dr R Zhang, Mr G Eilmers, Mr C Peden, A/Prof M Zhang, A/Prof R V Nilsen, Ms Holly Tootell, Dr C M Gulati, Prof R Chambers, Dr R Clark

It was noted that, Dr J Abrantes, Ms Penney McFarlane, Prof R Safavi-Naini, Prof F Safaei, Mr W Tibben, A/Prof K Russell are on study leave.

1.2. Confirmation of Minutes from previous meeting held 22 June, 2006
The minutes from the previous meeting, held 22 June, were confirmed as being a true and accurate recording. (Moved Prof P Ogunbona; seconded Prof D Steel)

1.3. Business Arising from the Minutes
There was no business arising from the previous meeting.

2. Starring of Items for Discussion

2.1. Starred Items
The following items were starred for discussion:
3. Dean’s Report
4. Associate Dean (Research) Report
5. Associate Dean (Academic) Report
6. Heads of Schools Reports
8. Business from the Faculty Executive Committee- 3 August, 2006
11. Any Other Business

2.2. Unstarred Items
All unstarred items were endorsed.
3. **DEAN’S REPORT**

**Congratulations**

Prof Chicharo congratulated new Executive Committee members, Dr Akemi Chatfield, SITACS rep, Dr Parvis Doulai, SECTE rep and Dr Christian Ritz, Lecturer Level A&B rep; terms for these positions will go to 30 June 2008.

**Staff**

Prof Chicharo reported that:

- Bill Damachis has been appointed as the new Director of Transnational Programs, reporting to the VC; losing Bill is a big loss for the Faculty but a gain to UoW; Bill will focus on strategic relationships and offshore programs; he will still be actively involved in offshore and recruitment for the Faculty; our Faculty has been seen as a role model for offshore programs. Enrolment numbers for UoW have dropped 30% from China; the VC has taken personal responsibility for repositioning UoW in this market through Bill, Prof Rob Castle, Jim Langridge, and Peter Day. The Dean is moving to fill the positions at a lower level to collaborate with Engineering.

- the Student Equity and Diversity Liaison Officer position is currently being advertised; this position will be shared with Engineering and housed in either our Faculty or Engineering; the person would be dealing with students and their related equity issues, taking the overall responsibility from Fazel Naghdy and Course Coordinators.

**Activities**

Prof Chicharo reported that:

- the Faculty has been chosen to lead the pilot project focussing on the ICT sector for the Carrick Institute in ICT with funding of $200,000 to include Monash, UTS and QUT.

- the Enrichment Program still continues to be strong; Computing Saturday School is coming to an end in two weeks’ time with Maths Saturday School commencing September; thank you to all participating staff for their enthusiasm; we now have nearly all Friday program presenters confirmed.

- the Canberra Careers Market experienced lower levels of enquiries from Year 12 students than elsewhere; the Faculty attended the market for the first time in four years; currently tracking Early Entry registrations to see if any flow from attendance at that Market.

- the HDR Welcome Day was the biggest in over two years; 10 students attended, 3 or 4 from SECTE, 4 or 5 from SITACS and 4 from SMAS.

- the Dean’s Merit List Luncheon was a success; thank you to Salim for representing the Dean under difficult circumstances; 37 attending students were in the top 5% First Class Honours; also recognised were last year’s student representatives and the students volunteering their assistance with the Enrichment Program; photos on the web shortly.

- the Maths Teachers Day held in June was a success with approximately 50 teachers attending.

- also successful was Maths Students Day held across a Saturday and a Monday in June; organised by a St Mary’s maths teacher; we provided the space, showbags and support.

**Other Campuses**

Prof Chicharo reported that:

- there are problems with ABRS, Hong Kong and payment of bills; ABRS have not been paying regularly since the program was wound down; they are continuing to use our IP to recruit students for other universities; we are currently seeking legal advice.

- Singapore recruited 80 students for next session.
**Students**

Prof Chicharo reported that:

- data from Planning Services shows a 6.8% increase in our UAC first preferences this year over last year in a market that experienced a 15.2% downturn; this indicates our marketing efforts are yielding rewards; we need to become more sophisticated with our marketing strategies and will continue with marketing efforts, such as careers markets, radio and newspaper advertising.

- Early Entry registrations are now open; currently tracking about 5% below the same time as last year; marketing campaign scheduled to commence end next week; next year to look at a variety of academics to deliver topics as repeat programs will lose students’ interest.

**Budget**

Prof Chicharo reported that:

- the budget is on track; the Faculty is in a good financial position; he has asked for a 7% increase in the next budget to cover salary increases and new staff.

- Central has changed the budgeting model for next year.

**Other**

Prof Chicharo reported that:

- he is looking at holding a Planning Conference in mid to late November.

- the IT/IS Review is now complete but there is no official decision by the VC as yet; SITACS was commended on the high level of information provided at the review.

- the Research Information System is progressing; Margaret Sheil’s recent email announced the implementation schedule for the project and training workshops which will commence 11 September; staff are encouraged to attend at least one training session; an email including details will circulate shortly.

- the Publications module has completed mapping publications 2000–2003 to research groupings; 2004 and 2005 publications are now audited and mapped; currently collating to send to the project team; Bob Cole (Project Manager) indicated that publications will be loaded into the RIS over the coming weekend; a cutover meeting will be held and Informatics cutover will be scheduled for w/e 15 September; issue of apportioning publications across Faculties to be further investigated during second round development process; second phase will potential be expanded to include workloads – awaiting outcome of RQF.

- the BCP Disaster Walkthrough has been rescheduled to September.

- the CMS group has now moved into our Honours Lab; expanding the Project Group by adding two ITS personnel (Robert Robinson and Michael Caruana), two Stellant project managers and soon to add two campus Faculty representatives.

- the Space Utilisation Project, project manager, Tom Hunt is back from seven weeks’ leave; report tabled at higher levels; initial feedback indicates some controversial findings; Chris Grange met with Deans to prepare them for the impact on Faculties.

4. **ASSOCIATE DEAN (RESEARCH) AND FACULTY RESEARCH COMMITTEE REPORT**

Prof David Steel reported that:

- ARC Discovery Grants, 24 applications were received from the Faculty; the committee will meet soon with results due in October.

- congratulations to Tim Coltman for his successful ARC linkage project grant; there is still a lot of work to be done with unsuccessful applications; the number of applications being received is still low.

- Six RIBG grants were submitted with three being successful.

- URC Small Applications, 18 received from the Faculty; the FRC meet next week for the rankings.
• scholarships had a good mid-year intake; last year domestic numbers were low; staff were asked to encourage students to apply for scholarships.
• AusAid Australia Development/Leadership Scholarships are being offered by the Australian government to students from Asia.

5. ASSOCIATE DEAN (ACADEMIC) REPORT
A/Prof Fazel Naghdy reported that:
• the Faculty will be leading an ICT discipline-based initiative funded by Carrick Institute with Monash, QUT and UTS as partners; the initial stage of the project is for 18 months with an allocation of around $200,000; the Faculty is in the process of putting together the project specification for submission to the Carrick Institute.
• UoW has received two more Carrick Institute grants in the second round; this brings the total money received from Carrick in 2006 to $1M.
• UoW is currently looking at teaching profiles for staff; the process is taking place to satisfy teaching and learning outcomes.
• the rules for the Teaching and Learning fund received from the Commonwealth Government are changing for 2006 but have not been announced yet; UoW might still receive some money but may not rank first.
• UEC has approved the adoption of a more flexible approach to ITT for new academic staff by considering their background and teaching experience and providing them with different development paths; completion is required by new staff; this process will provide more effective ways for staff to plan their career development.
• subject delivery review data obtained from subject coordinators is being entered into the database by schools.
• a University committee has been appointed to examine issues associated with Subject Evaluation surveys, such as overlaps between different surveys, the large number of surveys for a subject, etc.
• the Faculty Dean’s Scholars proposal is finalised and submitted to the Executive Committee for approval and implementation.

6. HEADS OF SCHOOL REPORTS
6.1 SITACS – Prof Philip Ogunbona
Prof Philip Ogunbona reported that:
• new staff member arrived, Ms Diana Kuo from Swinburne University is on a three year contract replacing Dr Jun Yan who will be on a three year APD Scholarship.
• congratulations to Tim Colman who has been successful in receiving an ARC Linkage Grant in collaboration with BlueScope Steel; Tim was also successful with the UoW Community Grants Scheme.
• Tim Colman, Jun Yan, Aneesh Krishna and Katina Michael were successful in the UoW RIBG Block Grant to set up an RFID Testing Lab.
• at the IT/IS Review, a presentation was given as part of the final review; thank you to everyone for their contribution to the documentation especially to A/Prof Peter Hyland, Dr Katina Michael and Dr Rob MacGregor.
• Thank you also to A/Prof Willy Susilo, SIM Academic Program Coordinator; for all his efforts in the recruitment of students and information sessions provided to SIM.
• an invitation was received to attend the Picnic Point High School Careers Fair recently; information was given to the students on the BCompSc (Multimedia and Game Development) degree.
the Australian Computer Society has released a video clip to advertise and promote careers in the ICT sector; the advertisement will be screened on QANTAS in-flight entertainment segments, Sunrise on Channel 7 and WIN Television's Today Show; SITACS is a co-sponsor of the advertisement and the UoW logo will appear in the advertisement.

6.2 SMAS – A/Prof G Williams

A/Prof G Williams reported that:

• welcome to new staff member, Dr Nirmalendu Chaudhuri, who is on a the year contract and is an accomplished researcher and teacher.

• Teachers’ Day was a great success with teachers attending from North Sydney, Bowral and Nowra as well as the local region; one point that was apparent on the day was how little knowledge Maths teachers have on career opportunities for students in mathematics.

• during the recent break, Maths ran a community activity for two days involving St Marys and Edmund Rice Year 12 students; Maths is hoping to run this again next year with a wider audience.

• in September, Maths will run an information night for parents and students.

• congratulations to David Steel who was jointly successful in an application to the NHMRC/ARC, “Aging Well, Aging Productively” program; the application is in conjunction with ANU and is worth $2M; only six out of 148 applications were successful.

• Tim Marchant is on an Endeavour Scholarship panel which is meeting today; these are the postgraduate scholarships for international students offered by DEST.

• the Access Grid Room is now up and running; SMAS currently have students taking Honours subjects via the Room offered by La Trobe University and the University of SA and, in return, Mark Nelson is offering a subject to their students; one of the main purposes of the Room will be to increase the range of quality subjects available for SMAS Honours students.

6.3 SECTE – Prof A Bouzerdoum

Prof Bouzerdoum reported that:

• welcome to new staff members, Dr Xenqxi (Stephen) Pan, lecturer in Robotics and Dr Wickramaarachchi Keerthipala, senior lecturer in Power Engineering who is replacing Dr Duane Robinson as a result of his resignation in April.

• Dr Geoff Trott and Mr Peter Costigan both retired in July; on behalf of the School (and perhaps the entire Faculty) the Head thanked and acknowledged them for their tremendous service to the School, Faculty and University.

• Associate Professors Golshah Naghdy, Fazel Naghdy and Prof Farzad Safaei are all on study leave this session.

• the second meeting of the SECTE Advisory committee was held 1 August; two new members joined the Committee, Mr Larry Parkes, Manager of Engineering Technical Services, BlueScope Steel, and Mr Paul Brazier, General Manager of Network Services, Country Energy; renewal of membership was identified as a priority for this year; the main item of discussion was the difficulty to attract engineers to work in country areas, in metropolitan areas, companies are finding it very hard to hold on to their engineers.

• to address the emerging shortfall of Power Engineers, there is a proposal to establish a Power Academy in Australia similar to the one in the UK; the School was invited to participate in the academy, which is a collaborative Partnership between power companies
and universities; participating companies would offer scholarships to third and fourth year students to the value of $13,000 plus $2000 for administrative costs:

- $1,000 book allowance per annum
- Payments of fees (about $7,000)
- $5000 living allowance

- two information sessions were held with third and fourth year students to inform them about course changes and the likely scenarios that may arise.
- MEng Studies numbers are down by 50%; currently looking to fast track the degree changes; thanks to Bill Damachis' team for assisting with fast tracking applications for the new SECTE degree.
- on Wednesday, 2 August the Young Engineers Australia – Illawarra, held their Campus Heats for the Public Presentation Competition; one of our students, Li Ping from Computer Engineering, received second prize; first prize went to a Mechanical Engineering student; third prize to a Materials Engineering student.

7. COMMITTEE MEMBERS’ REPORTS

7.1 Academic Senate – Dr I Piper/Prof J Seberry/A-Prof R Nillsen/Dr A Porter/Assoc Prof T Wysocki

A/Prof Rod Nillsen reported that:

1. Vice-Chancellor’s Report.
- A favourable report on the medical school has been received and is to go to the accreditation committee.
- Graduations were a great success.
- UoW has got 210 of 250 possible student places for 2007. A good result especially as the places are in high cost areas.
- Results from the Carrick Institute were good for UoW (see details below).
- Preliminary examination of the Good Universities Guide appears to be a good result for UoW with 7, 5-star ratings.
- The ALP has released a white paper on higher education. Most thought out policy from Labor for a long time. Labor would abolish u/graduate full fee paying students, expand to the role of AUQA to deal with standards, aim for more diversity (a theme of the Government also), would scrap the RQF as not producing a benefit commensurable with the cost and effort (a position probably that of the AVCC). The VC is sceptical of the expansion of the role of AUQA, believes instead universities in Australia should be “benchmarking” against comparable overseas institutions.
- A report has been received covering the role and performance of the AVCC. The recommendations are yet to be agreed to by the AVCC.
- There has been a drop in international student numbers in session two, mainly from one country. This is against the national trend, which could be of concern if it persisted.
- Prof Barry Harper, Dean of Education will retire in 2007. The VC complimented him on his contribution to UoW.
- There will be no change in student representation procedures (due to the VSU environment) in the first half of 2007. After that there could be changes, but it may depend upon the input of the student body between now and then.

2. Chair of Senate’s Report.
- There will be an extra meeting of Senate later this year to deal with business generated by members. The Chair will send an email about this.
- Recommendations of the Senate Review continue to be implemented.
3. Report from Deputy VC (Academic)
   - UoW had nine of its 10 applications succeed with the Carrick Institute.
   - There have been changes in the guidelines for the teaching and learning fund, mainly that some of the weightings have changed. This may make it harder for the University to get into the top funding bracket the next time.

3. Report from Deputy VC (Operations)
The new Dean of Commerce is to take up the position this week.

4. Report from Pro VC (Research)
Success in the recent ARC linkage grants (seven of 22) may have reversed a trend of lowered performance in the linkage grants. There will be workshops for unsuccessful applicants.

5. Report from University Secretary
The University has received an AA credit rating from Standard and Poor. Compare with Melbourne and ANU (AA+) and La Trobe (AA-). The rating influences the UoW's ability to raise capital.

6. Student business
A question was asked about standardising the systems of tutorial enrolments across the campus. The administration said this would be good idea. Senate chair to further investigate and report back.

7. General and late business
- New terms of reference for the Aboriginal Board of Studies were adopted, to be effective immediately, with the request that any refinements that might be necessary be brought to Senate's attention.
- A late item was the adoption of new terms of reference for the Internationalisation Committee.

7.2 Faculty of Arts – Mr P Vial
No report received.

7.3 Faculty of Commerce – Mr Will Tibben
Nothing to report for this meeting.

7.4 Faculty of Creative Arts – Dr I Piper
No report received.

7.5 Faculty of Education – Dr P Doulai
No report received.

7.6 Faculty of Engineering – Dr K Ward
Nothing to report for this meeting.

7.7 Faculty of Health and Behavioural Sciences – Dr K T Win
Nothing to report for this meeting.

7.8 Faculty of Law – Mrs H Tootell
Nothing to report for this meeting.

7.9 Faculty of Science – Dr W Susilo
Faculty of Science meeting - Friday, 21 July
- There was a presentation from Helen Mandl to use the "Research Online" provided by the Library. Staff are encouraged to submit their papers to the "Research Online" project and make their work available online.
  The Library will be working towards finding the agreement from the publisher to put the author's version online. If the publisher is not listed in the library website, staff are encouraged to contact Natalie Keene or Michael Organ.
  The research online is available from http://ro.uow.edu.au
- The Dean of Science, Prof Rob Whelan, has been reappointed.

- The Faculty of Science representative for the Faculty of Informatics will be elected soon. The current representative is A/Prof Stephen Wilson, Department of Chemistry, but Stephen has indicated that he will not serve for the next round.

- The Faculty is discussing a working policy to allow ESL international students to sit for a longer time during examinations. During the meeting, it was highlighted that in the US system, there is no time restriction to do the exam in the US model.

- The Dean reported a new initiative from the Faculty of Science regarding Research Assistantships for Advanced Science Students. The idea is to give approximately 100 hours to the staff who have obtained national competitive research grants (for this round, it is given to the new grants starting at 2006) to hire an Advanced Science Student to work on their project. This is, on the one hand, to assist the advanced students so that they don't need to work part time elsewhere, and on the other hand to assist the researchers within the Faculty who have successfully obtained national competitive research grants.

- The Dean has highlighted that the University has signed an agreement to get AusAID students. The Dean asked staff to process these enrolment applications quickly so the students can be funded under the AusAID program.

- Finally, the Dean highlighted all staff to revisit journal subscriptions that Faculty of Science has and to move to the online version of the journals whenever applicable.

7.10 University Research Committee – Prof D Steel (Deal with under item 4)

7.11 Faculty Research Committee – Prof D Steel (Deal with under item 4)

7.12 University Education Committee – A-Prof F Naghdy (Deal with under item 5)

7.13 Faculty Education Committee – A-Prof F Naghdy (Deal with under item 5)

7.14 Library Consultative Committee – Ms Valerie Baker

Nothing to report for this meeting.

7.15 Report from the Faculty Librarian – Ms A Meldrum

Nothing to report for this meeting.

7.16 University Internationalisation Committee – A-Prof Song-Ping Zhu

Nothing to report for this meeting as the new representative.

Report from meeting held 22 June – previous representative A-Prof Graham Williams

- The main issue with International students is the drop in new enrolments this session. The drop is around 30% and largely comes from a decrease in students coming from China. The most worrying aspect of the drop is that this has not happened in the rest of NSW. The University is putting in place several strategies which are hoped to fix the problem. One of these is the transfer of Bill Damachis from the Faculty to a more central role. Good luck Bill!

- It continues to be hard to persuade students to take up Study Abroad opportunities and we are having to turn away many students wanting to come to Wollongong because there is no one from here wanting to do the ‘exchange’. Some ideas are to send our students on shorter (1 month) visits but we would have to find many more of these to make up the time. A second possibility is to allow students to come here on internships where they would work for a time in a research unit rather than study subjects.

- The University in Dubai continues to expand and is again looking for new premises. However the concentration has not been on Informatics degrees which have suffered for numbers and are in danger of being cancelled.
-After many years when Wollongong was not on the eligible list for AusAid scholarships the process has changed and we can again get students through this scheme. In the past we used to get a small but steady group funded in this way and some of them were very good. Even in the short time of these new arrangements there are already quite a few applications.

7.17 Faculty WAC Committee – Ms S Dewhurst  
The WAC Chair has reported that:
- Room inspections are still being conducted.
- COGNOS WAC data, promised in mid-2005, has not yet been updated, and as such Informatics WAC is unable to progress with its strategic plan KPIs until this data is available.
- Angelina Panetta was appointed as the new Dean's nominee and hence the new Chair of the Informatics WAC.
- The Committee ratified the Executive Officer’s decision to only turn over half of the Committee’s membership each year, thus retaining the corporate knowledge of the Committee.

7.18 Wollongong University College Liaison Committee – A-Prof Fazel Naghdy  
Nothing to report for this meeting.

7.19 Academic Staff Development Committee – A-Prof Song-Ping Zhu  
Nothing to report for this meeting.

8. BUSINESS FROM THE FACULTY EXECUTIVE COMMITTEE- 3 AUGUST, 2006

8.1 Major Amendment to the Bachelor of Engineering Degrees  
The attached proposal from SECTE outlines modifications to the Bachelor of Engineering .433and ECTE 365ECTE ,331ECTE ,including the introduction of new subjects ,program and follows the ,of a continual revision of the BE courses These modifications are part ,2006and 2005in and implemented 2005and 2004in 2and 1amendments made to Years respectively.

The School is seeking a waiver of the ECAC requirement as the modifications are necessary to accommodate changes to CSCI subjects and to incorporate recommendations from the Engineers Australia review of courses in late 2003.

Resolution FAC06/15:
It was resolved to:
(a) approve the proposal for a major amendment to the Bachelor of Engineering (Computer, Electrical or Telecommunications Engineering) degree, and associated double degrees, to be introduced in Autumn 2007, and
(b) forward the proposal to Academic Senate Standing Committee for approval, with a request that the Deputy Vice-Chancellor (Academic) waive the requirement for an ECAC report, as endorsed in the Course Approval Guidelines.
subject to minor amendments as identified by the Faculty of Engineering representative.

9. BUSINESS FROM THE FACULTY RESEARCH COMMITTEE
No business received.
10. **Faculty Plan 2005–06**

It was noted that the first progress report against the Faculty Plan is now on the Faculty’s web page (under Staff, Faculty Reports) and that the next progress report has been called for.

It was further noted that the full-Faculty Planning Conference is planned for mid to late November.

11. **Any Other Business**

11.1 **Proposal for a Faculty Dean’s Scholar Program**

A/Professor Fazel Naghdy reported that:

- the Faculty Dean’s Scholar proposal is finalised and has been submitted to the Executive Committee for approval and implementation; the proposal offers some privileges with entry requirements; the proposed program will be aimed at the top 15-20 applicants with a WAM of 75%; students will move from a normal degree to the Dean’s Scholar Program over two sessions.
- entry requirement is a UAI of 90 or above;
- can transfer from a regular degree with a WAM of 75 over 2 sessions;
- quota is limited to 15 – 20 intakes across the Faculty each year;
- minimum privileges across the Faculty include:
  - a book allowance of $500 per annum;
  - extended internet quota and library access;
  - access to accelerated program;
  - provided with an academic mentor;
  - assigned to a Faculty research centre depending on degree and interest;
  - opportunity for summer internship (equivalent to summer scholarships);
  - aligning the major or honours thesis project with a research project in the assigned research centre.

The estimated cost of the program to the Faculty is $50k per annum. It is anticipated that the program will attract a good cohort of high performing students which will benefit the teaching and research profile of the Faculty.

**Resolution FAC06/16:**

*It was resolved to approve the concept of a Faculty of Informatics Dean’s Scholar Program and to request the Faculty Education Committee to develop the course approval process for implementation beginning 2008, subject to changing the word “Minimum” (Privileges) to “Typical”.*

12. **Date of Next Meeting**

The next meeting is scheduled for 5 October, 2006.

Signed as a true record

______________________________
Professor Joe Chicharo Chair

Ref: FAC. 04/2006
Committee Secretary (JJ Ext.5417)
23 August, 2006